



## TOWN OF GODERICH 2027 BICENTENNIAL COMMITTEE

### TERMS OF REFERENCE

**Established by Council:** February 24, 2025  
**Date Committee Ends:** no later than December 2027

#### 1. REPORTING STRUCTURE

While it is the legislative mandate of Goderich Town Council to make the final decision on all matters that affect the municipality, the role of the Bicentennial Committee is to provide for the planning of a Community Bicentennial celebration for the Town of Goderich.

#### 2. MANDATE

The Committee's mandate is to:

- a) Plan, coordinate, and implement the 2027 Bicentennial event(s) and provide a safe and enjoyable celebration that will appeal to all ages, focusing on the participation of residents and former residents of the Town of Goderich.
- b) Develop a Funding and Implementation Plan/Strategy that establishes a plan for all fundraising activities and for implementation of the 2027 event(s). The Fundraising and Implementation Plan/Strategy shall be presented to Council.
- c) Prepare a report to Council outlining the Committee's preferred distribution of funds raised by the event(s). Council shall have final approval over the distribution of funds raised by the event.
- d) Provide a final report to Council following the event(s).

#### 3. OBJECTIVES

The objective of the Bicentennial Committee is to develop a Work Plan and submit to Council for approval.

The Work Plan will include:

- a) Identify a wide range of events, programs, activities and exhibitions to celebrate the bicentennial that is safe and enjoyable and that will appeal to all ages.
- b) Establish a marketing and promotion campaign.
- c) Develop a volunteer engagement campaign to support the various events and logistics elements, including any training if required.
- d) Make recommendations on potential application for any grants, and on sponsorship opportunities.
- e) Develop a recommended budget.
- f) Make recommendations on any sub-committees that may be required.
- g) Identify and make recommendations to Council on key partners

#### 4. **TERM OF APPOINTMENT**

The Term of Office for the Bicentennial Committee members shall be to the conclusion of the 2027 Bicentennial event(s) and after the final report has been presented to Council, no later than December 2027.

A member may resign from the Committee at any time by advising of their intention in writing to the Chair of the Committee, and to the Director of Legislative Services/Clerk.

#### 5. **QUALIFICATION**

Members shall be chosen for their special expertise, experience, dedication, and commitment to the mandate of the Committee.

#### 6. **COMPOSITION OF MEMBERS**

The Committee shall be composed of no fewer than five (5) members and no more than nine (9) members, including one (1) representative of Goderich Town Council. The representative of Goderich Town Council shall not be directly involved in the fundraising and implementation activities and will primarily serve as a liaison between the Committee and Council.

If a Committee member is unable to complete the term as set in Section four (4) above, a new Committee member may be selected by Town Council.

2027 Bicentennial Committee members shall serve without remuneration.

#### 7. **RECRUITMENT OF CITIZEN APPOINTMENTS**

The recruitment of citizens to be appointed to the Committee will be advertised per the Town's Notice By-Law requirements.

#### 8. **STAFF APPOINTMENT TO THE COMMITTEE**

The Administrative Assistant to the Director of Legislative Services/Clerk will attend all Bicentennial meetings, and perform secretariat services, including the preparation of resolutions, agendas, and recording of meeting minutes and the disposition of all resulting actions of Committee meetings. The Town's Chief Administrative Officer will provide administrative support for the activities of the

Bicentennial Committee. At the discretion of the Chief Administrative Officer, additional staff may be requested to attend for related advisory information.

**9. ADVISORY STAFF**

From time to time, the Committee may request the advice or participation of individuals or organizations with a particular area of expertise. The Administrative Assistant will coordinate, through consultation with the Chair, the request made by the Committee.

**10. QUORUM**

Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the scheduled meeting time.

The issuance of an Agenda for a meeting of the Committee will be considered as notice of that meeting.

**11. FREQUENCY AND LOCATION OF MEETINGS**

The Committee shall meet as required, or at the Call of the Chair, at a date and time to be determined at the first meeting of the Committee. Meetings will be held in hybrid format, both in person in the Menesetung Room, Town Hall, and via Zoom. The length of meetings shall be no more than one hour and a half and shall take place during normal business hours.

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and Council may advertise for the vacant position.

All meetings shall be open to the public (in accordance with the Town of Goderich's Procedural By-Law and the Municipal Act). A meeting of the Committee may only be closed to the public if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The Committee shall maintain a record of the Closed meeting and provide it to the Town's Director of Legislative Services/Clerk.

**12. AGENDAS AND MINUTES**

The agenda shall be prepared by the Town's Administrative Assistant to the Director of Legislative Services/Clerk, posted to the Town's website via eScribe, and provided to Committee members.

The Clerk's department will electronically circulate the meeting minutes to all members of Council in the next Council Agenda package for their information and post the draft meeting minutes on the Town's website. The Clerk's department shall file the draft and approved minutes in accordance with The Ontario Municipal Records Management System (TOMRMS) The Clerk's department shall circulate the preceding minutes in the Agenda package. The Clerk's department shall publish the approved minutes via eScribe to the Town's website.

**13. SELECTION OF CHAIR**

The Chair shall be selected by the Committee at the first meeting.

#### 14. ROLE OF THE CHAIR

The role of the Chair is to:

- a) Preside at the meetings of the Committee as per the Town's Procedural By-Law, and to keep discussion on topic.
- b) Provide leadership to the Committee to focus on its mandate as an advisory committee of Council.
- c) Recognize each member's contribution to the Committee's work.
- d) Liaise with the Town's Chief Administrative Officer and other staff as required.
- e) Make deputations, presentations, etc., before Council.

In the absence of the Chair, the Committee will appoint an Acting Chair for that meeting and will Chair the meetings and act for the Chair as necessary.

#### 15. ROLE OF ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF LEGISLATIVE SERVICES/CLERK

The role of the Administrative Assistant to the Director of Legislative Services/Clerk is to confirm the meeting dates and location, shall file in accordance with TOMRMS any minutes and records of all applications and the decisions thereon and of all other official business of the Committee, prepare the Agenda, take the minutes, and provide a copy of the minutes to all Committee members.

#### 16. ROLE OF COMMITTEE MEMBERS

The role of Committee members is to:

- a) Allocate sufficient time during the day for participation in regularly scheduled Committee meetings and fundraising activities/efforts established by the Committee.
- b) Provide the Chair with agenda items.
- c) Committee members must comply with the:
  - Town of Goderich's Code of Conduct;
  - Town of Goderich's Accountability and Transparency Policy;
  - Town of Goderich's Procedural By-Law;
  - Town of Goderich's Social Media Policy;
  - Other applicable Town by-laws and policies;
  - Municipal Act
  - Municipal Freedom of Information and Protection of Privacy Act
  - Municipal Conflict of Interest Act
- d) Notify the Committee Secretary within 24 hours of the Committee meeting if they are unable to attend to ensure that quorum will be available for all meetings.

No individual member, nor the Committee as a whole, has the authority to make direct representations of the Town to Federal and Provincial Governments or the media.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary. This person will absent him/herself for the duration of the discussion at that meeting or subsequent meeting, as well as any voting (if any) with respect to that matter.

The Committee does not have any delegated authority and is to serve as an exploration and research Committee only. Recommendations requiring implementation, expenditures, reports, or staff actions must first be considered by staff and/or Council. Council may cause the Committee to review and report on matters pertaining to the Committee's purpose.

#### **17. INSURANCE**

The Town of Goderich's General Liability Policy and Errors and Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Town of Goderich and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Town of Goderich and Council. Members must adhere to the policies and procedures of the Town of Goderich and Council, including these Terms of Reference.

Committee members are not entitled to any benefits normally provided by the Town of Goderich, including those provided by the Workplace Safety and Insurance Board of Ontario (WSIB) and are responsible for their own medical, disability or health insurance coverage.

#### **18. EXPLUSION OF MEMBER**

The Committee may recommend to Council the expulsion of a member, or Council may remove a member. The reasons may be, but are not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act, disrupting the work of the Committee or other legal issues.

#### **19. TERMS OF REFERENCE**

Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes to these Terms of Reference by the Committee shall be recommended to Council via the Director of Legislative Services/Clerk through a report to Council.

The Committee may be dissolved at any time by a resolution of Council, as per the Town's Procedure By-Law.